
BOMB, BIOLOGICAL, AND CHEMICAL THREAT PROCEDURE

1.0 SCOPE

This safety procedure is intended to assist departments in assessing bomb, biological, and chemical threats in or around city-occupied facilities and to address two basic scenarios:

- Bomb, biological, and/or chemical threats received by telephone, in writing, in-person, etc.
- Discovery of a suspicious object that could be a bomb device

2.0 POLICY

A designated Threat Assessment Team (TAT) shall be responsible to assess evacuations for bomb, biological, and chemical threats involving no suspicious object. The purpose of the team is to evaluate the threat, consider options, and provide direction to affected areas. All bomb threats or discoveries of suspicious objects shall be handled according to the following policy.

The City shall establish a bomb, biological, and chemical threat procedure and require implementation by all departments. The procedure must be specific to each affected building or facility.

2.1 Threat Only with No Suspicious Object

For bomb threats with no suspicious object, an assessment of the threat should be conducted by the TAT to determine a safe course of action. Any directive to initiate a search or to evacuate shall be made by the City Manager or Department Head, or designated person-in-charge.

2.2 Threat Involving Suspicious Object

In the event a suspicious object is found and is verified to be suspicious in nature; the Police Department will typically order and assist with an evacuation of appropriate areas. The Police will notify the Los Angeles County Bomb Squad. In any case, the Department Head, City Manager, and the TAT shall be notified.

For all bomb, biological, and chemical threats, whether a suspicious object is found or not, an emergency 911 call must be made reporting the threat or discovery of a suspicious object.

As a basic rule, evacuations may **not** be warranted unless one or more of the following circumstances exist:

- A suspicious object is found that could be a bomb device or a biological/chemical substance; or
- Information indicates that the threat poses an extraordinary safety risk.

In the absence of either criterion, it is recommended that an organized search for suspicious objects be performed whenever a threat is received.

2.3 Call-Out

Business Hours: Between the hours of 7:30 AM and 5:00 PM, the 911 Communications Center will dispatch a police unit and police sergeant and will notify the on-duty Watch Commander. The Watch Commander will notify the Chief's office and City Safety Officer. The City Safety Officer will notify the TAT:

- Department Head (for non-City Hall facilities) at ____ - ____
- City Manager's Office at 570-6711

Off-Hours: If a bomb, biological, and/or chemical threat is received during off-hours, weekends or holidays, the Long Beach 911 Communications Center will notify the Police. The Police will make an assessment to determine the appropriate course of action. If a suspicious object is discovered, the Police shall assume control of the facility until deemed safe for re-occupation. If appropriate, the Police shall be responsible to make emergency notifications to the City Safety Officer, who may notify the TAT.

Refer to Table 1 for the pre-designated TAT members.

TABLE 1: TAT MEMBERS

Title	Alternate(s)/Tel
City Manager or designee	Assistant City Manager or designee
Department Head (for non-City Hall facilities)	Alternate #1 Alternate #2
City Safety Officer	Risk Manager Human Resources Director

3.0 PROCEDURE

3.1 Threat by Telephone

- 3.1.1 Upon receipt of a telephone threat, a supervisor or nearby employee should be signaled and requested to call 911 to report that a threat is currently in progress. Turn on a telephone tape recorder if available. Give the phone number

where the call is being taken to the 911 operator. The call-out procedure indicated in Section 2.3 will be initiated.

- 3.1.2 A Bomb/Agent Threat Checklist should be filled out while on the phone with the caller. Try to ask all of the questions on the checklist. By remaining calm with the caller, it is possible to obtain key information or clues. Try to keep the caller on the phone as long as possible. Pay close attention to what the caller is saying, tone of voice, background noises, etc. Write down as much as possible. Do not hang up the phone even if the caller does. It may be possible to trace a call after the caller hangs up.
- 3.1.3 After the caller hangs up, the rest of the checklist should be filled out and submitted to your supervisor for immediate forwarding to the on-scene Incident Police Commander. An assessment of the threat will be made. The person receiving the call and their supervisor should remain available since the Police will have questions about the caller or the information on the checklist.
- 3.1.4 The TAT shall convene at the primary Command Center location unless otherwise directed through the call-out. The primary Command Center shall be determined by Police and/or Fire at the time of the incident.
- 3.1.5 The attached "TAT Checklist" should be used to assist in the threat assessment and decision-making process. If the decision is made to initiate a search, go to Section 3.4.5.
- 3.1.6 Refer to Table 2 for the two types of search methods for bomb, biological, or chemical devices. In all cases, two-person search teams should be used and be equipped with the following equipment:
 - Flashlight (leave lights off in darkened rooms)
 - Angled mirror for inspecting under tables, etc.
 - Clipboard with paper to note location of a suspicious object
 - Post-it Note pads to affix to doors after a room or area has been cleared

TABLE 2
2 TYPES OF SEARCH METHODS

Searching Using Two-Person Teams	Advantages	Disadvantages
TYPE 1 (<i>Threat Only</i>) Primary Search Teams: Floor Wardens, management/supervisors and available staff Assistant Search Teams: Security and Police	<ul style="list-style-type: none"> • Rapid and thorough (provided that training is given) • Staff are most familiar with what does not belong in their area • Staff concern for their own safety will contribute to a more thorough search 	<ul style="list-style-type: none"> • Training needed for entire workforce • Possible danger to unevacuated staff
TYPE 2 (<i>Object Discovered</i>) Primary Search Teams: Trained experts (bomb squad, bomb dogs)	<ul style="list-style-type: none"> • Best for safety, morale and thoroughness 	<ul style="list-style-type: none"> • Not readily available • Very slow, takes the most time • Significant loss of production

Floor Wardens shall brief search teams concerning the goal of the search and reporting procedures to the Command Center.

The search of any room or area shall employ the use of an overlap sweeping technique that ensures thorough coverage of the area by a two-person search team.

When the team enters a room to be searched, they should move to various parts of the room and stand quietly with their eyes closed, listening for a clockwork device. A clockwork mechanism may be quickly detected without the use of special equipment. Even if no clockwork mechanism is heard, the team is now aware of the background noise level within the room itself.

Next, the team begins a visual sweep of the room. After deciding on how to divide the room, each team member searches their "side" of the room for suspicious objects on the floor up to waist height. This technique is repeated for waist to head height, and again from head to ceiling. If a room is dark, light switches should not be turned on. Instead, use flashlights. Angled mirrors should be used to look under desks, credenzas, etc. The team should check areas that may conceal a bomb such as stairwells, restrooms, trash/recycling cans and planters. The two members then switch "sides" and repeat the entire search process, creating the overlap. Once the room is "cleared," the team places a Post-It Note on the door of the room searched. Leave all doors open.

- 3.1.7 The search teams shall report their findings to the Command Center as quickly as possible using the pre-designated method of communication.
- 3.2 Suspicious Object Located During a Search
 - 3.2.1 If a suspicious object is located during a search, **under no circumstances** should anyone attempt to move, handle or touch the object or anything attached to the object. The only mission of search teams is to search for and report suspicious objects.
 - 3.2.2 Report any discovery of a suspicious object to the floor warden covering the affected area using the pre-established method of communication. **DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES.** The floor warden must notify the Command Center at once.
 - 3.2.3 The Floor Warden(s) or Police should identify the danger areas and tape off a perimeter of at least 300 feet, including floors above and below the object.
 - 3.2.4 The Police Department shall initiate an orderly evacuation of the building per established procedures and contact the Los Angeles County Sheriff bomb squad, Health Department, and/or Los Angeles County Health and Hazardous Materials, if necessary. The Police and/or bomb squad will determine the extent to which City Hall and other buildings shall be evacuated. Floor Wardens shall assist in the orderly evacuation of the building.
- 3.3 Discovery of a Suspicious Object (Not During a Search)
 - 3.3.1 If a suspicious object is discovered at any time, **under no circumstances should anyone attempt to move, handle or touch the object or anything attached to the object.** If it has been handled, leave the object where it is. Immediately contact a Floor Warden and call 911 to report that a suspicious object has been found and that it may be a bomb device or biological/chemical substance. The Communications Center will initiate the call-out per Section 2.3. **DO NOT USE TWO-WAY RADIOS OR CELLULAR TELEPHONES IN THE VICINITY OF THE OBJECT.**
 - 3.3.2 At a minimum, the affected floor and floors above and below the suspicious object should be evacuated at once while avoiding suspected danger areas. If feasible, Floor Warden(s) should identify the danger areas and tape off a perimeter of at least 300 feet, including floors above and below the object. Once the Police arrive, a more accurate assessment will be made that may result in a more widespread evacuation. It should be noted that the Police will assess the suspicious object and may contact the LA County Bomb Squad, Health Department, and/or Los Angeles County Hazardous Materials for assistance. Upon arrival, the Police shall assume command of the incident.

3.4 Threat via Written Communication

- 3.4.1 When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb, biological, or chemical threat, further unnecessary handling should be avoided. Place the envelope on a stable surface and back away. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal markings. These will prove essential in tracing the threat and identifying the writer. This must be reported to your supervisor or Floor Warden immediately and 911 called. The Communications Center will initiate the call-out per Section 2.3.
- 3.4.2 The TAT shall convene at the primary Command Center location unless otherwise directed through the call-out
- 3.4.3 Refer to the attached "TAT Checklist" to assist in the decision-making process. If the decision is made to initiate a search, follow the procedures listed above in 3.1.6 and 3.1.7.

TAT CHECKLIST

- ❑ Review the information on the completed Bomb/Agent Threat Checklist.
- ❑ Consider all relevant information, aggravating circumstances and Police intelligence concerning the bomb threat.
- ❑ Discuss which type of search will be most appropriate according to Table 2. Be aware of the implications associated with each type of search. Police shall always be consulted.
- ❑ Discuss the procedure on reporting and tracking the progress of a search to the Command Center (without using two-way radios or cellular phones).

Options:

Land-line telephone

Messenger

- ❑ Discuss when the “all clear” can be given
- ❑ Discuss the procedure to initiate an evacuation (options):
 - ❑ Phone tree to Floor Wardens
 - ❑ Messenger
 - ❑ Public Announcement System
- ❑ Discuss the role of the bomb squad (Police will decide when to call)
- ❑ Discuss who will direct the bomb squad to a suspicious object found
- ❑ Discuss the evacuation plan to avoid a suspected danger area if a suspicious object is found
- ❑ Review the contingency plan should a bomb detonate